



# USAID | NEPAL

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SOLICITATION NUMBER	SOL-367-15-000019
ISSUING DATE	October 6, 2015
CLOSING DATE	October 23, 2015- 5:00 P.M Kathmandu Time.
POSITION TITLE	Reconstruction Program Manager
NUMBER OF POSITION(S)	One
MARKET VALUE	GS-15 (\$101,630 - \$132,122)
ORGANIZATIONAL LOCATION OF POSITION	Kathmandu, Nepal
DIRECT SUPERVISOR	USAID/Nepal Disaster Risk Reduction, Reconstruction, and Resilience (DR4) Office
SUPERVISORY CONTROL	Minimal. After an initial period, the incumbent is expected to act independently with minimal day-to-day direction.
PERIOD OF PERFORMANCE	Ten months beginning, o/a January 2016 and ending November 2016.
SECURITY ACCESS	U.S. citizens and U.S Resident Alien with <i>ability to obtain security clearance at the facility access level.</i>
AREA OF CONSIDERATION	U.S citizens and U.S Resident Alien only.

## **POSITION DESCRIPTION: RECONSTRUCTION PROGRAM MANAGER**

### **1. Introduction and Background**

On April 25, a magnitude 7.8 earthquake struck central Nepal's Gorkha District, approximately 77 kilometers (km) northwest of the capital Kathmandu. The earthquake and its subsequent aftershocks caused catastrophic loss of life and damage to public infrastructure across all sectors.

The Government of Nepal (GoN) Post Disaster Needs Assessment (PDNA) reported that over 1,711 central, district and municipal structures were partially damaged or were fully destroyed by the earthquake. In the social sectors, 4,904 health facilities were destroyed and some 8,200 public schools were affected, with 25,134 classrooms fully destroyed and another 22,097 classrooms partially damaged. These losses greatly impacted families, communities, and Nepal's ability to provide even the most fundamental services for many of its citizens located in the 14 most heavily affected districts.

USAID is committed to working with the GON, other donors, and partner organization during Nepal's recovery and reconstruction. As part of the reconstruction process, USAID endeavors to achieve the overarching goal of rebuilding disaster resilient communities through improved building designs; more rigorous building codes and code enforcement; training of engineers and tradespersons; improved access to quality building materials; and increased business and employment opportunities in the construction sector.

### **2. Basic Functions of the Position**

The Reconstruction Manager will support USAID/Nepal's Disaster Risk Reduction, Reconstruction, and Resilience (DR4) Office by managing the Mission's Reconstruction Program. The incumbent will manage the project design process and support the solicitation and award of contracts for the implementation of reconstruction activities, with a focus on community infrastructure.

This position requires a broad combination of technical, analytical, and managerial abilities, combined with excellent interpersonal, communications, presentation and writing skills. The Mission seeks a manager with proven development experience in the areas of community-based infrastructure development, including implementation of new strategies and implementation plans; approaches; programs and projects; and activity design and on-going program management. The successful candidate will have strong managerial, administrative, and

supervision skills. The varied duties and responsibilities of the Reconstruction Program Manager also call for broad professional education, training, and knowledge, related to both the technical and political aspects of community-based infrastructure policies and activities.

The incumbent must be highly motivated and experienced in managing community infrastructure reconstruction programs in geographically challenging locations and under complex political environments involving multiple stakeholders. The applicant will be expected to be the principal liaison with USAID implementing partners, the Nepalese government, key members of the affected communities and the private sector, other U.S. Government (USG) Agencies involved in the reconstruction effort.

### **3. Duties and Responsibilities**

Specific duties and responsibilities are focused on providing technical oversight and management support, including but not limited to:

- Overseeing all planning and project design efforts for the development of the Nepal Reconstruction Program; potentially serve as COR/AOR as required or designate responsibility as appropriate.
- Overseeing the development and solicitation of contracts and grants for the implementation of reconstruction related activities;
- Participating in and leading Technical Evaluation Committees to review and evaluate bidder proposals;
- Managing program budgets and cost forecasting;
- Applying value engineering and/or cost realism reviews of technical designs and work plans;
- Providing technical review and approval/clearance of technical designs and plans, and/or key design elements submitted by the implementing partner;
- Review and approval/clearance of implementing partner work plans and monthly reports;
- Review and certification/clearance of implementing partner progress billings;

- Coordinating the execution and management of additional USAID procurement actions required to implement the Nepal Reconstruction Program;
- Effectively articulating and representing the interests and policy of USAID and the USG to key counterparts, including senior GON central government officials, state/district officials, local municipal officials, community and civil society leaders, other donors, and NGOs;
- Responding to, and fulfilling USAID/Nepal, agency and inter-agency requests;
- Preparing and conducting briefing sessions for GON government officials and stakeholders;
- Coordinating VIP field visits and meetings with senior counterparts;
- Assisting with interagency and external relations;
- Performing other duties and tasks as required by USAID/Nepal.

#### Additional Position Elements

- **Supervisory Controls:** Reconstruction Program Manager is expected to demonstrate a high level of leadership, independence, professionalism, judgment, and overall responsibility for the supervision and oversight of the USAID implementing partner(s) and local staff.
- **Authority to make commitments:** The Reconstruction Program Manager will play a key role in defining and influencing the Mission's decisions regarding all aspects of the USAID Nepal Reconstruction Program but will have no authority to make financial commitments on behalf of the USG.
- **Exercise of Judgment:** Independent judgment must be exercised on a broad range of program planning and project management issues and when meeting with implementing partner management and technical staff, GOH officials, nongovernmental organization counterparts, and other donors. The Reconstruction Program Manager must be able to analyze complex situations and identify the requirements needed to resolve problems in a politically expedient manner. The incumbent must be able to recognize requests for decisions or positions that require prior USAID review and approval.

#### **4. Period of Performance**

Ten months beginning o/a January 2016.

#### **5. Reporting and Supervisory Relationships**

1. The Reconstruction Manager will report to the USAID/Nepal Disaster Risk Reduction, Reconstruction, and Resilience (DR4) Office Director.
2. The Reconstruction Manager will potentially supervise up to two Foreign Services National (FSN) staff. Supervision responsibilities will include, but are not limited to, developing and monitoring staff work plans; completing performance reviews; and ensuring staff coverage of all activities in the Nepal Reconstruction Program.
3. The Reconstruction Program Manager will work on a daily basis with the USAID Nepal DR4 team, the USAID/Nepal Contracting Officer, and other Mission officials, as well as with a wide range of other technical teams and administrative support staff in the Mission. The incumbent will have frequent high level contact with key leaders and stakeholders within the GON government, relevant ministries and local authorities, international donor organizations, USAID/Washington, U.S. State Department, other USG entities, and private sector stakeholders.

#### **6. Contract Type and Benefits**

USAID/Nepal will offer and U.S. Personal Services Contract (USPSC). The position has been classified at the GS-15 level. Step will be determined based on documented salary history.

As a matter of policy and as appropriate, a USPSC is normally authorized the following benefits and allowances:

1. Benefits
  - a. Employee's FICA Contribution
  - b. Contribution toward Health & Life Insurance
  - c. Pay Comparability Adjustment
  - d. Eligibility for Worker's Compensation
  - e. Annual & Sick Leave
  - f. Access to Embassy medical facilities, commissary and pouch mail service
2. Allowances (as applicable)
  - a. Temporary Lodging Allowance (Section 120)
  - b. Living Quarters Allowance (Section 130)
  - c. Post Allowance (Section 220)

- d. Supplemental Post Allowance (Section 230)
- e. Post Differential (Chapter 500)
- f. Payments during Evacuation Authorized Departure (Section 600)
- g. Danger Pay (Section 650)
- h. Educational Allowance (Section 270)
- i. Separate Maintenance Allowance (Section 260)
- j. Educational Travel (Section 280)

USPSCs are not exempt from payment of Federal Income Tax.

## **7. Required Qualifications**

### **A. Education**

- 1. Bachelor's degree in a relevant field (e.g. engineering, architecture, community planning, construction management, or related) or equivalent is required. Relevant post-graduate education and training in community-based reconstruction will be considered an advantage.

### **B. Experience:**

- 1. Applicants with a Bachelor's degree should have at least 7 years of demonstrated progressive experience in managing technical teams working in the design and implementation of community-based construction projects; applicants with a Master's degree should have at least 5 years of experience in managing technical teams working in the design and implementation of community-based construction projects
- 2. At least 3 years of overseas experience is required; Experience in Nepal or the region is highly desirable.
- 3. Experience in managing community-based reconstruction activities is required. Experience in the repair and/or reconstruction of rural healthcare facilities and/or schools is highly desirable.
- 4. Experience working with USAID or other USG agencies and/or with bilateral or multilateral development organizations is highly desirable.
- 5. Previous experience as a senior level advisor, or infrastructure-related project team leader, office director or deputy director in an international development agency or international NGO working on a relevant development project is highly desirable.

6. Experience establishing and maintaining high-level contacts with a host country government, donor organizations, bilateral and multilateral agencies, community leaders and private-sector organizations is highly desirable.

C. Knowledge and Skills:

1. Knowledge of USG policies, rules and regulations (e.g. compliance with the Agency's environmental requirements and construction contracting) is highly desirable.
2. Strong interpersonal skills and proven ability to work effectively in a culturally diverse context are required.
3. Demonstrated high level oral and written communication skills in English are required.
4. Excellent time management skills and ability to cope effectively with fast-paced activities with tight deadlines and an often stressful work environment are essential.

D. Other Requirements:

1. Ability to start work in Kathmandu on o/a 4 January 2015.
2. Ability to obtain a U.S Government Medical Clearance.
3. Ability to obtain a U.S Government Secret Level security clearance.
4. Ability and willingness to work and travel in remote locations, including land and foot travel over rough mountain terrain and overnight stays in field conditions with little or no amenities.
5. U.S. Citizenship.

## **8. Selection Process**

After the closing date for the receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion.

Reference checks will be made only for applicants considered as finalists.

The final selected candidate must obtain security and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). A substantial delay in obtaining either required clearance will make the applicant ineligible for selection.

The following criteria will be used to evaluate the applications:

Education (as per Section 7): 20 points

Experience (as per Section 7): 60 points

Knowledge and Skills (as per Section 7): 20 points

Maximum points available: 100 points

## **9. Application Submission Instructions**

Send your application by e-mail to [usaidnepalhr@usaid.gov](mailto:usaidnepalhr@usaid.gov)

Hard copies may be sent to the following address:

Executive Officer USAID/Nepal  
U.S. Embassy  
G.P.O. Box 295 Maharajgunj Kathmandu,  
Nepal

The application must include the following:

1. A brief narrative demonstrating how education, experience, and skills address the requirements listed in Section 7.
2. Resume not exceeding 3 pages in length.
3. Optional Form (OF) 612.
4. Names and contact details for three references.

Applications must be received by the closing date and time at the address specified in the cover letter of this solicitation.